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15 March 1953

MEMORANDUM FOR: Deputy Director (Administration)
THRU: Assistant Director (Personnel)
FROM: Executive Secretary, CIA Career Service Board
SUBJECT: CIA Career Service Program Regulation

1. The final draft of the Career Service Program Regulation, attached, previously approved within the Personnel Office, has been approved by the CIA Career Service Board at its meeting on 10 March. The approval by the Board was given with the understanding that necessary technical and editorial modification would be made. This has been done.

2. This final draft also reflects certain changes made necessary by the approval by the Board of the 25 February staff study "Responsibility for Career Planning" (see pp 7-9 of the draft). The draft also contains minor editorial changes required by CIA Regulation [redacted] which became effective subsequent to the preparation of the draft originally forwarded to the Board.

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[redacted]
Executive Secretary

Attachments

1. Draft of Regulation
2. cc. of Memo to [redacted] DD/P

Concur:

~~Assistant Director (Personnel)~~

Distribution: 1 - [redacted] DD/P
1 - AD/P
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CIA CAREER SERVICE PROGRAM

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1. GENERAL

This Regulation establishes the over-all policy and the organizational structure for administering the Career Service Program within the Central Intelligence Agency.

2. POLICY

In accordance with the basic personnel policy of the Central Intelligence Agency, a Career Service Program is provided that identifies, develops, effectively uses and rewards individuals who have the skills required by the Agency; motivates them toward rendering maximum service to the Agency; and eliminates from the service, in an equitable manner, those who in spite of the Program fail to perform as effective members of the organization. The Career Service Program includes all career employees (staff employees and staff agents) of the Agency whether on duty in headquarters or in the field.

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3. PURPOSE OF THE CAREER SERVICE PROGRAM

The purpose of the Career Service Program is to develop people to the fullest extent to meet present and anticipated personnel needs of the Agency. In accomplishing this end, provision is made in the program for:

- a. Strengthening the selection process by the establishment of a Professional Selection Panel which advises the Assistant Director for Personnel regarding suitability for long term employment of applicants and trial service employees.
- b. Formal evaluation of each career employee in the Agency through the periodic execution of a Personnel Evaluation Report which is the basic instrument of career planning.
- c. A system of Career Service Boards advisory on career service matters to heads of major components of the Agency.
- d. An Executive Inventory as an aid to personnel planning for the development and use of executive skill throughout the Agency.
- e. Rotation, a process of systematic designation and redesignation of an individual to various kinds of duty and training for the purpose of improving his capacity to serve the Agency in his sponsoring organizational component.

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- f. Functional groups to administer Agency-wide programs in the career service field such as the Honor Awards Board and the Professional Selection Panel.

Procedural regulations relating to the purposes enumerated above and not covered herein will be issued separately.

4. THE CIA CAREER SERVICE BOARD

The CIA Career Service Board controls the Career Service Program and is responsible for providing advice to the Director on making the Agency a better place in which to work.

a. Organization

(1) Membership

The CIA Career Service Board is composed of the following permanent and rotating members:

(a) Permanent Members

Deputy Director (Plans) or Deputy
Deputy Director (Intelligence) or Deputy
Deputy Director (Administration) or Deputy
Director of Training or Deputy
Assistant Director for Personnel or Deputy
Assistant Director for Communications or Deputy

1. The Chairman is appointed by the Director from among the three Deputy Directors to serve a term of four months.

(b) Rotating Members

Two of the following persons will serve as members of the Board at any given time, one

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nominated by the Deputy Director (Intelligence)
and one nominated by the Deputy Director (Plans).
These rotating members will serve for six-month
terms which will be staggered to preserve
continuity of rotating membership.

Assistant Director for Current Intelligence
Assistant Director for Collection and Dissemination
Assistant Director for Operations
Assistant Director for Scientific Intelligence
Assistant Director for Research and Reports
Assistant Director for National Estimates
Assistant Director for Intelligence Control

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Administrative Staff

(c) Executive Secretary - non-voting

(2) Meetings

(a) The Board will hold scheduled monthly meetings.

(b) Four members of the Board will constitute a quorum.

If a member cannot be present, he may be represented
by his Deputy.

(c) Agenda and minutes of each meeting of the Board
will be distributed to all persons listed above.

b. Functions

It is the responsibility of the CIA Career Service Board to:

(1) Develop policy governing the Career Service Program,
for approval by the Director and advise him on all
matters of personnel policy.

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- (2) Supervise and review the functioning of the Career Service Boards in various components of the Agency.
 - (3) Establish and maintain an Executive Inventory to be composed of those persons which the Board shall from time to time determine.
 - (4) Make recommendations for filling key positions in the Agency with personnel from the Executive Inventory.
 - (5) Review Personnel Evaluation Reports on personnel in the Executive Inventory and review plans for their utilization and development.
 - (6) Approve the allocation of Rotation Loan Slots to the components of the Agency in order to facilitate rotation assignments of career employees.
 - (7) Supervise supporting groups or boards such as the Honor Awards Board and the Professional Selection Panel established to administer specialized Agency-wide programs.
 - (8) Prepare and submit annually to the Director a summary of the operation of the CIA Career Service Program.
- c. The Secretariat of the CIA Career Service Board
- (1) Organization
- The Career Development Staff of the Personnel Office serves as the secretariat of the CIA Career Service

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Board and the Chief, Career Development Staff serves as the Executive Secretary of the Board.

(2) Functions

It is the responsibility of the Secretariat of the CIA Career Service Board to:

- (a) Make recommendations to the CIA Career Service Board concerning improvement of the Career Service Program.
- (b) Perform all secretariat and administrative functions for the CIA Career Service Board such as:
 1. Maintaining master files concerned with the Career Service Program on a current basis for the CIA Career Service Board, including agenda and records of meetings, files of the Executive Inventory and records of Rotation Loan Slot utilization.
 2. Assisting component Career Service Boards in effecting rotation assignments.
 3. Submitting for consideration by the CIA Career Service Board recommendations and periodic reports of the other Career Service Boards.
 4. Initiating and supervising such studies as are needed to improve the Career Service Program.

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5. Submitting unresolved problems involving the other Career Service Boards to the CIA Career Service Board for decision.
6. Maintaining liaison with the Office of Training for the coordination of training arrangements and needs concerned with the Career Service Program.
7. Acting in support of groups or boards responsible to the CIA Career Service Board for developing and administering specialized Agency-wide activities.

5. COMPONENT CAREER SERVICE BOARDS

a. General

Career Service Boards in major components of the Agency are responsible for implementing the Agency's personnel policy, developing internal personnel policy and reviewing recommendations concerned with the careers of individuals. It is at this level and through the functioning of such a Board that the rotation, training, advancement and assignment plans, recommended for those individuals identified by a career designation with that Board, are reviewed for the approval of the head of the component. These Career Service Boards are responsible for advice to their respective chiefs on making the components better places in which to work.

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b. Organization

- (1) Each component Career Service Board is composed of the following persons:
 - (a) The head of the organizational component, ex-officio.
 - (b) Three or more staff or division chiefs, or officials of comparable responsibility.
 - (c) Secretariat - non-voting. (The secretariat will be composed of Administrative or Personnel Officers of the component concerned and will perform staff support for the Board.)
- (2) Each career employee will receive a career designation corresponding to an appropriate organizational component of the Agency. The Assistant Director for Personnel will assign a career designation to each new career employee when he enters on duty.
- (3) Career Service Boards and corresponding career designations are established for the following organizational components of the Agency:

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c. Functions

It is the responsibility of these Career Service Boards to:

- (1) Advise the Office Head or Senior Staff Chief on all matters affecting the personnel of his component.
- (2) Monitor the application and functioning of the Career Service Program within the component including:
 - (a) Executing relevant decisions of the CIA Career Service Board and making recommendations to the Board for improvement of the Career Service Program.
 - (b) Sponsoring and developing the Career Service Program of the component and reporting periodically to the CIA Career Service Board.

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- (c) Reviewing Personnel Evaluation Reports and proposed plans for the utilization and development of career employees including their training, assignment, rotation, and advancement.
- (d) Recommending cancellation or continuation of proposed actions affecting the utilization and development of career employees.
- (e) Establishing a system of rotation within the component and participating in the development and execution of rotation assignments of career employees to other parts of the Agency and insuring that they are not overlooked for warranted promotion.
- (f) Insuring that career employees on rotation from other parts of the Agency are assigned to duties that provide experience commensurate with the objectives of their rotation plans and submitting semi-annual Personnel Evaluation Reports on these employees to the sponsoring component.
- (g) Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps."

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- (h) Reviewing continuously the personnel intake of the component with a view to insuring the acquisition of persons with long-range potentiality.
- (3) Supervising supporting groups or boards as appropriate for handling specialized functions within the component concerning the Career Service Program.

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